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ABSTRACT

This handbook is designed to provide teacher applicants and vocational educators with general information about Kentucky's Beginning Vocational Teacher Testing Program. Information is provided on amended chapter 396 of Kentucky's Revised Statute, which stipulates that all new/beginning teachers successfully complete appropriate written tests and serve a one-year internship prior to initial certification. Brief descriptions follow of the teacher testing programs for agriculture education, business and office education, health and personal services, home economics education, industrial education, and "others." Other types of information included are tips for taking the test, test administration procedures, notification and confidentiality of test scores, retaking tests, registration deadline, test location, examples of multiple-choice questions, test registration, and a sample test registration form. (YLB)

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KENTUCKY'S
VOCATIONAL BEGINNING TEACHER TESTING PROGRAM

Teacher Testing Unit
Staff Development Division
Office of Vocational Education
Kentucky Department of Education

January 1986

Alice McDonald
Superintendent of Public Instruction

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INTRODUCTION

In April 1984, the Kentucky Legislature amended Chapter 396 of Kentucky's Revised Statutes with Senate Bill 19 relating to certification of school employees. KRS 161.030 stipulates that all new/beginning teachers successfully complete appropriate written tests and serve a one-year internship prior to initial certification.

This handbook is designed to provide teacher applicants and vocational educators with general information about Kentucky's Beginning Vocational Teacher Testing Program. Should there be any questions relating to the information in this handbook, these questions may be addressed to:

Teacher Testing Unit
Office of Vocational Education
Kentucky Department of Education
21st Floor, Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: 502-564-3472

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HISTORY

In 1984, the Kentucky Legislature amended Chapter 396 of Kentucky's Revised Statutes with Senate Bill 19. The major intent of the Bill is to improve the quality of Education in Kentucky by testing beginning teachers for an acceptable level of knowledge in their teaching areas and by providing beginning teachers with professional assistance during their first year of teaching. According to 705 KAR 4:010 Section 10, instructional personnel in Vocational Education shall be fully certified. Therefore, Vocational Education instructors must successfully complete both teacher testing and internship programs.

Teacher Testing

Effective January 1, 1985, initial certification of all beginning teachers shall require the successful completion of appropriate written tests prior to certification. The tests shall be selected by the State Board of Education and shall measure communication skills, general knowledge, professional education concepts, and knowledge in the specialty teaching area of the applicant.

A fee will be paid by the applicant to cover the actual cost of the test and the administration of the test.

Internship

Effective January 1, 1985, all beginning teachers and out-of-state teachers with less than five (5) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one-year internship. Upon successful completion of the internship program, teacher certification will be granted.

BEGINNING TEACHER TEST PERFORMANCE

As stipulated in KRS 161.030, new/beginning teachers' performance for certification will be based on a cutoff test score. Regulation 704 KAR 20:310 was approved by the State Board of Education setting the cutoff score for each new/beginning teacher test.

Each test taker's performance will be reported to them and the Division of Teacher Education and Certification for each of the following tests: (1) Communication Skills, (2) General Knowledge, (3) Professional Education Concepts--Teacher Aptitude Test, and (4) Specialty Teaching Area.

TEACHER APTITUDE TEST

New/Beginning Vocational Education teachers without a degree in any education preparation program have had no training in the area of Professional Education Concepts; therefore, they will be required to pass Kentucky's Teacher Aptitude Test.

Kentucky's Teacher Aptitude Test is designed to measure an individual's general suitability for the teaching profession in Vocational Education. Much of the content involves case problems and situation questions concerning student behavior and situations that arise in the typical classroom setting which are comparable to the work environment.

The test consists of 50 multiple-choice questions/items. Applicants are allowed up to 45 minutes to complete the test.

CONTENT AREAS

The following content areas are those in which beginning vocational teachers will be tested and areas in which internships are required:

Agriculture Education
Business and Office Education
Health and Personal Services
Home Economics Education
Industrial Education--Levels I and II
Industrial Education--Level III
Marketing and Distributive Education
Public Service Education
Other

TEACHER TESTING PROGRAM
FOR
AGRICULTURE EDUCATION

All Vocational Agriculture Education teacher applicants will take the core battery of the National Teachers' Examination. The core battery consists of three areas: General Knowledge, Communication Skills, and Professional Education Concepts. The Specialty Teaching Area written test consists of multiple-choice questions/items that are inclusive of the following five categories:

Agriculture Economics and Farm Management
Agriculture Mechanics
Animal Science
Plant and Horticulture Science
Soil Science

Each category represents 20% of the total Specialty Teaching Area Test. The test consists of 100 multiple-choice questions/items, and each applicant is allowed up to two hours to complete the test.

Each applicant must contact his/her college or university for test schedule dates. All out-of-state applicants must contact the Division of Teacher Education and Certification, Kentucky Department of Education.

TEACHER TESTING PROGRAM
FOR
BUSINESS AND OFFICE EDUCATION

All Vocational Business and Office Education teacher applicants will take the National Teachers' Examination for Business Education. The Examination consists of four areas: General Knowledge, Communication Skills, Professional Education Concepts, and the Specialty Teaching Area Test for Business Education.

Each applicant must contact his/her college or university for test schedule dates. All out-of-state applicants must contact the Division of Teacher Education and Certification, Kentucky Department of Education.

TEACHER TESTING PROGRAM
FOR
HEALTH AND PERSONAL SERVICES

All Vocational Health and Personal Services teacher applicants will take the Comprehensive Test of Basic Skills--Level J which measures general knowledge and communication skills; the Kentucky Vocational Teacher Aptitude Test; and provide verification (current license or certification) of successful completion of a state or national regulatory agency examination or pass the Department of Education Test. Each candidate must bring his/her current license or certification to the test site to be verified.

The Comprehensive Test of Basic Skills--Level J measures general knowledge and communication skills. Each applicant is allowed up to 3 hours and 5 minutes to complete the CTBS.

The Kentucky Vocational Teacher Aptitude Test consists of 50 multiple-choice questions/items. Applicants are allowed up to 45 minutes to complete the test. Kentucky's Teacher Aptitude Test is designed to measure an individual's general suitability for the teaching profession in Vocational Education. Much of the content involves case problems and questions concerning student behavior and situations that arise in the typical classroom setting which are comparable to the work environment.

Medical Secretary applicants will take a state-developed teacher test. The Medical Secretary Test consists of 100 multiple-choice questions/items, and each applicant is allowed up to three hours to complete the Medical Secretary Test. The Specialty Teaching Area Tests are as per the following chart:

HEALTH AND PERSONAL SERVICES TEACHING AREAS

Barbering:
The Kentucky Board of Barbering Examination and Barbering Instructors' License

Bio-Medical Equipment Technician:
Board of Examiners for Bio-Medical Equipment Technicians operating under the Certification Commission Examination and be Bio-Medical Equipment Technician candidate eligible

Cosmetology:
Kentucky Board of Hairdressers and Cosmetologists Instructors' License

Dental Assisting:
Dental Assistants' National Board Examination and Dental Assistants' Certification or American Dental Association National Board Examination and Dental Hygiene Licensure coupled with State or Regional Board of Dentistry Examination and Dental Hygiene Licensure

Medical Assisting:
The National Council of Licensure Examination administered by the Kentucky Board of Nursing and Registered Nurse License in Kentucky or American Association of Medical Assistants' Examination and Medical Assistant Certification

Medical Laboratory Technician:
American Society of Clinical Pathologist Certification Examination and Medical Technologist Registration or National Certification Agency Certification Examination and Clinical Laboratory Scientist Certification

Medical Secretary:

First Aid	2%
Ethics and Law	3%
Insurance	12%
Accounting	17%
Word Processing	18%
Basic Secretarial	24%
Medical Terminology	24%

Practical Nursing:
The National Council Licensure Examination administered by the Kentucky Board of Nursing and Registered Nurse License in Kentucky

Surgical Technology:
The National Council Licensure Examination administered by the Kentucky Board of Nursing and Registered Nurse License in Kentucky or Association of Surgical Technologists' Examination under the direction of the Liaison Council on Certification and Surgical Technologists' Certification

Radiologic Technology:
American Registry of Radiologic Technologists' Certification Examination and Radiographers' Registration

Respiratory Therapy Technology:
National Board of Respiratory Care Inc., Registry Examination and Registered Respiratory Therapist

Health Services:
The National Council of Licensure Examination Administered by the Kentucky Board of Nursing and Registered Nurse License in Kentucky

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TEACHER TESTING PROGRAM FOR HOME ECONOMICS EDUCATION

All Vocational Home Economics Education teacher applicants will take the National Teachers' Examination for Home Economics Education. The examination consists of four areas: General Knowledge, Communication Skills, Professional Education Concepts, and the Specialty Teaching Area Test for Home Economics Education.

Each applicant must contact his/her college or university for test schedule dates. All out-of-state applicants must contact the Division of Teacher Education and Certification, Kentucky Department of Education.

TEACHER TESTING PROGRAM FOR INDUSTRIAL EDUCATION LEVELS I AND II

All Industrial Education Levels I and II teacher applicants will take the National Teachers' Examination for Industrial Arts Education. The examination consists of four areas: General Knowledge, Communication Skills, Professional Education Concepts, and the Specialty Teaching Area Test for Industrial Arts Education.

Each applicant must contact his/her college or university for test schedule dates. All out-of-state applicants must contact the Division of Teacher Education and Certification, Kentucky Department of Education.

TEACHER TESTING PROGRAM
FOR
INDUSTRIAL EDUCATION LEVEL III

The Industrial Education Level III teachers will be tested based on their education preparation.

Persons who have a BS or higher degree in an industrial related area with an education endorsement will be required to take three parts of the National Teachers' Examination--(1) General Knowledge, (2) Communication Skills, (3) Professional Education Concepts. Each applicant will then take the recommended specialty teaching area test as per the chart below.

Persons who do not hold a four-year college degree or have a degree outside of the field of education will take the Teacher Aptitude Test (TAT); the Comprehensive Test of Basic Skills (CTBS)--Level J measures general knowledge and communication skills; and the Specialty Teaching Area Test. Each applicant is allowed up to 45 minutes for the TAT: 3 hours and 5 minutes for the CTBS; and 3 hours for the Specialty Teaching Area Test.

The Kentucky Vocational Teacher Aptitude Test consists of 50 multiple-choice questions/items, and the recommended specialty teaching area test as per the following chart:

INDUSTRIAL EDUCATION LEVEL III TEACHING AREAS

Specialty Area/Test	Percent of Test
Air Conditioning	
Air Conditioning and Refrigeration Test:	
Domestic Systems Installation	5%
Domestic Systems Servicing	10%
Commercial System Installation	15%
Commercial System Servicing	20%
Residential Air Conditioning and Heating Installation	15%
Residential Air Conditioning and Heating Service	20%
Industrial Refrigeration Installation	5%
Industrial Refrigeration Service	10%
Aircraft Mechanics	
Airframe and Power Plant Test:	
General	38%
Airframe - Systems & Components	28%
Power Plant Operation and Maintenance; Systems & Components	34%

Appliance Repair

Major Appliance Repair Test:

Fundamentals	22%
Power Tools and Small Appliances	8%
Kitchen Equipment	15%
Major Heating Devices	15%
Laundry Equipment	15%
Refrigeration	25%

Auto Body Repair

Auto Body Repair Test:

Welding	15%
Sheet Metal Repair	25%
Refinishing	25%
Glass: Trim and Hardware	7%
Panel Sections	10%
Frame Alignment	10%
Electrical Circuits	5%
Estimating	2%
Safety	1%

Auto Mechanics

Auto Mechanics Test:

Basic Shop Principles & Practices	5%
Engines	15%
Emission Systems	10%
Engine System Analysis and Repair	15%
Suspension, Steering and Braking	10%
Fuel Systems	10%
Electrical	10%
Drive Line and Components	10%
Accessories	10%
Shop Management and Control	5%

Auto Parts

Auto Parts Test:

Store Operations	18%
Product Knowledge	61%
Sales/Merchandising	21%

Building Maintenance

Building Trades Maintenance Test:

Heating, Air Conditioning and Refrigeration	12%
Carpentry	12%
Masonry	10%
Custodial	5%
Electrical	12%
Painting and Wallpapering	12%

Plumbing	12%
Management Practices	3%
Sheet Metal	12%
Welding	10%

Cabinetmaking

Cabinetmaking and Millwork Test:

Planning	9%
Safety	5%
Machines	24%
Hand Tools	16%
Wood/Stock Selection	9%
Joinery	12%
Assembly	10%
Finishing	15%

Carpentry

Carpentry Test:

Surveying, Layout, and Blueprint Reading	5%
Foundation Work	5%
Concrete Walks, Floors, and Step Construction	5%
Floor Framing	9%
Stair Construction	5%
Interior Finish	15%
Wall and Ceiling Framing	10%
Estimating	5%
Scaffolding	2%
Roof Framing and Roofing	13%
Cabinetry	9%
Exterior Finish	17%

Civil and Highway Technology

Civil Technology Test:

Asphalt	11%
Soil	13%
Concrete	11%
Surveying	19%
Instrumentation	9%
Steel Structures	19%
General Engineering Information	4%
Drafting	14%

Commercial Art

Commercial Art Test:

Design and Typography	17%
Drawing and Rendering	35%
Production	17%
Printing	18%
General	13%

Commercial Sewing

Power Sewing Test:

Power Machine Operation	38%
Apparel Assembly	29%
Terminology	12%
Needle Trade Industry	13%
Tools and Attachments	8%

Diesel Mechanics

Diesel Mechanics Test:

Engine Service	35%
Diesel Fuel Systems Service	20%
Cooling System Service	5%
Lubrication Systems Service	10%
Electrical Systems Service	10%
Internal & External Systems Service	5%
Engine Auxiliaries	10%
Dynamometer and Testing	5%

Drafting

Machine Drafting Test:

Drafting Room Practices	14%
Orthographic & Pictorial Drawings	14%
Dimensioning, Tolerances & Symbols	13%
Threads and Fasteners	12%
Cams, Gears, and Pulleys	7%
Trade Computations	15%
Shop Information	11%
Applied Science	14%

Electricity

Industrial Electrician Test:

Fundamental Knowledge of Electricity & Electronics Applied by the Industrial Electrician	10%
Basic Concepts & Applications of Direct Current to the Operation Testing, Maintenance & Repair of Electric Power Equipment	15%
Basic Concepts & Application of Alternating Current to the Operation, Testing, Maintenance & Repair of Electric Power Equipment	15%
Operating Principles and Concepts of Power Generation and Distribution	30%
Operating Principles and Concepts of Motors and Controls	30%

Electronics

Electronics Technology Test:

Analysis	15%
Troubleshooting and Repair	15%
Instrumentation	10%
Electronic Components	10%
Basic Theory	50%

General Miner

General Miner Test:

Ventilation	16%
Electricity	16%
Roofcontrol	14%
First Aid	5%
General Mining	49%

Graphic Arts

Printing - Offset Test:

Design and Composition	25%
Trade Information	5%
Job Safety	3%
Photography	13%
Platemaking	9%
Stripping	10%
Image Transfer	27%
Finishing	8%

Heavy Equipment Operator

Heavy Equipment Operator Test:

Maintenance & General Knowledge	30%
Earth Moving	20%
Digging and Filling	15%
Transporting	10%
Drilling and Blasting	15%
Loading	10%

Heavy Equipment Repair

Diesel Mechanics Test:

Engine Service	35%
Diesel Fuel Systems Service	20%
Cooling System Service	5%
Lubrication Systems Service	10%
Electrical Systems Service	10%
Internal and External Systems Service	5%
Engine Auxiliaries	10%
Dynamometer and Testing	5%

Industrial Machinery Maintenance

Industrial Machinery Maintenance Test:

Blueprint Reading	8%
Preventative Maintenance	5%
Electrical Fundamentals	14%
Machining Fundamentals	20%
Welding	14%
Plumbing and Pipefitting	7%
Mechanical--Assemble/Disassemble	5%
Fluid Power	10%
Troubleshooting	7%
Management	10%

Instrumentation

Electronics Technology Test:

Analysis	15%
Troubleshooting and Repair	15%
Instrumentation	10%
Electronic Components	10%
Basic Theory	50%

Interior Finishing

Interior Finishing Test:

Rough Carpenter	34%
Drywall Hanger	7%
Drywall Finisher	5%
Painter	5%
Wall Paper Hanger	3%
Finish Carpenter & Cabinet Maker	31%
Carpet Layer	10%
Tile Setter	5%

Machine Shop

Machine Trades Test:

Layout and Measurement	7%
Benchwork and Assembly	4%
Drill Presses	7%
Power Saws	3%
Milling Machines and Shapers:	20%
Mills	
Shapers	
Electrical Discharge Machines	3%
Lathes	16%
Grinders	10%
Application of Technical Information	23%
Interpretation of Drawings	7%

Masonry

Masonry Test:

Trade Tools	15%
Terminology	12%
Estimating Procedures	9%
Layout Procedures	12%
Masonry Practices	35%
Safety	7%
Materials of the Trade	10%

Meat Cutting

Meat Cutting Test:

Meat Preparation & Storage	45%
Equipment, Tools, & Safety	15%
Background Knowledge of Meats	15%
Meat Merchandising	10%
Sanitation	5%
Meat Grinding	5%
Cooking Methods	5%

Mine Maintenance Technology

Mine Maintenance Technology Test:

Electrical	40%
Hydraulics	26%
Mechanical	14%
Welding	16%
General Misc.	4%

Mine Equipment Operator

Mine Equipment Operator Test:

Electrical	21%
Roof Control	21%
Gases	12%
Ventilation	16%
Basic Practices	22%
Basic Equipment Operation	8%

Office Machine Repair

Electronics Technology Test:

Analysis	15%
Troubleshooting and Repair	15%
Instrumentation	10%
Electronic Components	10%
Basic Theory	50%

Plumbing

Plumbing Test:

Water Supply & Distribution-Fixture Units	30%

Physical Properties & Characteristics of Commonly Used Materials & Supplies:	50%
Operating Principles & Installation of Commonly Used Materials & Supplies	
Installation & Principles of Operation of Building Drains & Sewers	
Installation & Operation of Storm Water Drains	
Plumbing Fixtures (Water Supply & Soil, Waste & Venting)	4%
Industrial and Special Wastes	3%
Inspection and Tests	3%
General Trade Information	10%

Radio & TV Production

<u>Radio and TV Production Test</u>:	
Equipment Operations	22%
Studio Operations	22%
Field Operations (One Camera Operation)	22%
Special Program (Multi-Camera Operation)	17%
Directing	17%

Radio & TV Repair

<u>Radio & TV Repair Test</u>:	
Fundamental Electronic Theory	15%
Solid State and Tube Circuitry	19%
Antenna and Transmission Lines	11%
Test Equipment	9%
Signal Characteristics: TV and FM Transmissions and Reception	15%
Color and Black-and-White Receivers	22%
Servicing	9%

Sheet Metal

<u>Sheet Metal Test</u>:	
Layout and Drafting	15%
Sheet Metal Machinery	12%
Bench and Hand Tools - Processing	12%
Welding	6%
Computations	8%
Hazards	5%
Materials	10%
Building Code and Regulations	6%
Fluxes	8%
Application of Trade Science	8%
Sheet Metal Fabrication	10%

Small Engine Repair

Small Engine Repair Test:

Benchwork, Testing and Inspection	7%
Engine Operation	10%
Cylinder Block Servicing & Overhaul	10%
Lubricating Systems & Lubrication	5%
Cooling and Exhaust Systems	4%
Transmission of Power and Drive Units	5%
Troubleshooting	13%
Fuel Systems and Carburetion	13%
Ignition and Starting Systems	13%
Trade Related Information	5%
Preventive Maintenance	5%
Trade Applications of Science	6%
Trade Computations	4%

Tailoring

Textile Production/Fabrication Test:

Power Machine Operations	25%
Apparel Assembly	25%
Pattern Making	13%
Alterations	13%
Textiles	24%

Tool and Die

Tool and Die Making Test:

Inspection Work	10%
Tool Design and Cost Estimating	10%
Characteristics of Metals	10%
Math (Plane Geometry and Trigonometry	10%
Metallurgy/Heat Treating	10%
Physical Mechanics (Canes, Levers, Gearing)	10%
Metal Fabrication	10%
Profiling Machines	10%
Surface Finish Pages	10%
Extruding and Molding	10%

Truck Mechanics

Diesel Mechanics Test:

Engine Service	35%
Diesel Fuel Systems Service	20%
Cooling System Service	5%
Lubrication Systems Service	10%
Electrical Systems Service	10%
Internal and External Systems Service	5%
Engine Auxiliaries	10%
Dynamometer and Testing	5%

Upholstery

Upholstery Test:

Foundation and Body Work	20%
Covering	20%
Frame Preparation	20%
Finishing and Trimming	20%
Cushioning	20%

Welding

Welding Test:

General Welder Qualifications	2%
Welding Symbols	3%
Joint Design	2%
Welding Defects and Causes	4%
Testing	5%
Electricity	3%
Basic Metallurgy	9%
Oxyfuel Welding	14%
Brazing	10%
Hard Surfacing	3%
Other Processes	5%
Shielded Metal Arc Welding	16%
Gas Metal Arc Welding	10%
Gas Tungsten Arc Welding	14%

TEACHER TESTING PROGRAM FOR MARKETING AND DISTRIBUTIVE EDUCATION

All Vocational Marketing and Distributive Education teacher applicants will take the National Teachers' Examination for Business Education. The Examination consists of four areas: General Knowledge, Communication Skills, Professional Education Concepts, and the Specialty Teaching Area Test for Business Education.

Each applicant must contact his/her college or university for test schedule dates. All out-of-state applicants must contact the Division of Teacher Education and Certification, Kentucky Department of Education.

TEACHER TESTING PROGRAM
FOR
PUBLIC SERVICE EDUCATION

All Public Service teacher applicants will take the Comprehensive Test of Basic Skills (CTBS)--Level J which measures general knowledge and communication skills; the Teacher Aptitude Test (TAT); and the Specialty Teaching Area Test for Public Service.

Each applicant is allowed up to 45 minutes for the TAT, 3 hours and 5 minutes for the CTBS, and 3 hours for the Specialty Teaching Area Test. The Teacher Aptitude Test consists of 50 multiple-choice questions/items and the Specialty Teaching Area Test for Public Service consists of 100 multiple-choice questions categorized as follows:

Fire Behavior, Extinguishers, Forcible Entry, Ventilation, and Salvage and Overhaul	30%
Hose, Fire Streams and Apparatus, Water Supply, and Sprinklers	35%
Rescue, Ropes, Protective Breathing Apparatus, and Ladders	25%
Fire Prevention, Communications, and Ground Cover Fires	10%

TEACHER TESTING PROGRAM
FOR
"OTHER"

The Commercial Foods Education teachers will be tested based on their education preparation.

Persons who have a BS or above Degree in Home Economics with an education endorsement will be required to take the National Teachers' Examination.

Persons who do not hold a four-year college degree in Home Economics Education or persons who have a degree outside of the field of education will take the Teacher Aptitude Test (TAT); the Comprehensive Test of Basic Skills (CTBS)--Level J measures general knowledge and communication skills; and the Specialty Area Test for Commercial Foods (Quantity Foods). Each applicant is allowed up to 45 minutes for the TAT, 3 hours and 5 minutes for the CTBS, and 3 hours for the specialty teaching area test. The Kentucky Vocational

Teacher Aptitude Test consist of 50 multiple-choice questions/items, and the Commercial Foods Specialty Teaching Area Test as per the following chart:

Menu Planning	3%
Guest Service	8%
Food Groups	46%
Equipment, Tools	5%
Sanitation	13%
Purchasing	12%
Receiving/Storage	4%
Cost Control	7%
Safety	2%

TIPS FOR TAKING THE TESTS

There are a number of skills that may help you improve your ability to take tests. Here are some tips.

Get a good night's rest before the test. Do not spend the night before, cramming for the examination.

Scan the entire test before beginning. Find out how many questions are on the test, and become familiar with the types of questions. This will give you a sense of the questions and how much time to devote to each question.

Be familiar with the test directions. If anything in the directions is not clear, ask the test administrator to clarify. You will have a few minutes to ask questions before the test begins.

Pay careful attention to directions for specific questions. Read the directions closely so that you fully understand. Do not skim the directions in an effort to save time; key words may be misread and lead you to select the wrong answer(s).

Think through each question logically. Read each question word for word. Consider all of the answer choices. Do not choose the first answer which seems reasonable. Read and evaluate all choices to find the best answer to the question. Give careful consideration before going on to the next question, but do not spend too much time on any one question.

When selecting the best answer to a question, do not read too much into the question. The questions are written to be clear and straightforward. They are not intended to be tricky or misleading.

If, after considering all answer choices, the correct answer is not clear, eliminate the choices you know are incorrect and choose from the remaining answers. Mark these questions for review after you have completed the rest of the test.

Always guess even if you cannot eliminate any of the possible responses. Every question will be scored right or wrong. Your test score is based on the number of questions answered correctly. You do not lose points for incorrect answers, so you will not be penalized for guessing.

After you have finished the test, review your answers. If possible, check all responses. Do not be afraid to change your answer. However, before changing your answer, consider the reasons for your original answer.

Check all answers to be sure that they are correctly recorded on the answer sheet. Be sure that your answers are recorded next to the number on the answer sheet corresponding to the question number.

TEST ADMINISTRATION PROCEDURES

1. Each candidate is to be at the test location and ready to begin the test by 8:25 a.m. (local time--test site).

2. Only the candidates who have properly applied will be allowed to take the test.

3. Candidates will be required to provide a piece of identification containing a recent photograph (such as a driver's license).

4. Candidates may use a personal pocket calculator for the specialty teaching area test only. All other test related materials needed will be supplied.

5. No test materials, documents, or notes of any kind may be removed from the examination room.

6. Any candidate observed giving or receiving assistance of any kind during the test will be dismissed and his/her test results will be declared null and void.

7. The test monitor will orient the candidates as a group prior to each section.

8. At the end of time for each section of the test, the candidate will turn in all test materials to the monitor.

NOTIFICATION OF TEST SCORES

Each candidate will receive his/her test scores via mail. If any test retakes are necessary, information will be provided to the candidate. This information will also be provided to the Kentucky Department of Education, Division of Teacher Education and Certification, provided a release statement has been signed by the test candidate.

CONFIDENTIALITY--TEST SCORES

Since initial certification requires successful completion of tests in each of the four areas stipulated in KRS 161.030, individual test scores will be released by the Teacher Testing Unit, Office of Vocational Education, to the Division of Teacher Education and Certification, Office of Instruction, Kentucky Department of Education.

The four test scores released to the Division of Teacher Education and Certification are: (1) Communication Skills' score; (2) General Knowledge score; (3) Teacher Aptitude Test score; and (4) Specialty Teaching Area Test score.

Each candidate must sign the release statement before his/her scores can be provided to the Division of Teacher Education and Certification.

To maintain confidentiality of individual test scores, no other agency or individual will be provided and individual test scores, without the expressed written request of the test candidate.

The employment agency (vocational regional office) will receive only the pass/fail grades for individual applicants (in each of the four test areas).

RETAKING TEST(S)

To register to retake the test(s) you must follow the same registration process as you did for the first time you took the test(s).

1986 TESTING DATES

The non-degreed vocational teacher tests will be administered in Frankfort once every other week (deviations have been made for holidays). The 23 dates for 1986 are as follows:

January 13, 1986 - Monday
January 27, 1986 - Monday
February 10, 1986 - Monday
February 24, 1986 - Monday
March 10, 1986 - Monday
March 24, 1986 - Monday
April 14, 1986 - Monday
April 28, 1986 - Monday
May 12, 1986 - Monday
June 9, 1986 - Monday
June 23, 1986 - Monday
July 7, 1986 - Monday
July 21, 1986 - Monday
August 11, 1986 - Monday
August 25, 1986 - Monday
September 8, 1986 - Monday
September 22, 1986 - Monday
October 13, 1986 - Monday
October 27, 1986 - Monday
November 10, 1986 - Monday
November 24, 1986 - Monday
December 8, 1986 - Monday
December 15, 1986 - Monday

REGISTRATION DEADLINE

All registration forms must be received by the Teacher Testing Unit, Office of Vocational Education, by the Wednesday prior to the test date.

TEST LOCATION

Unless otherwise notified, all tests will be administered in Frankfort in the Ground Floor Auditorium, Capital Plaza Tower, located on the corner of Wilkinson and Mero Street. See the map below for directions to the Capital Plaza Tower.

Public Parking

There are four public parking lots under the Capital Plaza Tower; however, some sections in all four lots are reserved. The reserved sections are marked in blue background.

EXAMPLE OF MULTIPLE-CHOICE QUESTIONS

1. The Metric System of measurement is based on:

   a. 5
   b. 10
   c. 15
   d. 20

2. Addition:
   $$\begin{array}{r} 7 \\ +\ 5 \\ \hline \end{array}$$

   a. 8
   b. 10
   c. 12
   d. 14

3. Bark can be found on which of the following:

   a. cat
   b. snake
   c. flower
   d. tree

The correct answers are:

1. b. 10
2. c. 12
3. d. tree

TEST REGISTRATION

A registration form and instructions on registering for Kentucky's Beginning Vocational Teacher Test(s) may be obtained from any state vocational-technical school or area vocational education center principal, Local Regional Vocational Education Office or the Teacher Testing Unit, 21st Floor, Capital Plaza Tower, Frankfort, Kentucky 40601.

Registration Deadline

All test registration forms must be received by the Teacher Testing Unit, Office of Vocational Education by the Wednesday prior to the requested test date.

Test Cost

Comprehensive Test of Basic Skills:	
Communication Skills	$10.00
General Knowledge	10.00
Teacher Aptitude Test	10.00
Specialty Teaching Area Test	20.00

Most candidates will be taking the following tests: Comprehensive Test of Basic Skills (CTBS), both parts; Teacher Aptitude Test (TAT); and Specialty Teaching Area Test. A check or money order should be made payable to Kentucky State Treasurer.

DO NOT SEND CASH

Arrival

All test candidates should arrive at the test site and report to the test location by 8:25 a.m. (Frankfort time).

Late Arrivals

Any candidate arriving after 8:30 a.m. may be denied the opportunity to take the test.

Kentucky Department of Education
KENTUCKY BEGINNING TEACHER TESTING PROGRAM

Revised 4/85

Registration Form

(Please PRINT all Information)
(See Instructions on Back)

1. _____ 2. _____ 3. _____
Last Name First Name Middle Name

4. _____
Street Address

5. _____ 6. _____ 7. _____ 8. ___/___/___
City State Zip Code MO DAY YR Birthdate

9. ___-___-___ 10. _____
Social Security Number Area Code/Telephone No.

11. _____ 12. _____
School Vocational Region

13. REQUESTED TEST DATE: ___/___/___
MO DAY YR

14. Test(s) to be taken: (please check)

Comprehensive Test of Basic Skills	Yes ☐	No ☐
Teacher Aptitude Test	Yes ☐	No ☐
Specialty Teaching Area Test	Yes ☐	No ☐

_____
Specify Test

15. COST: Comprehensive Test of Basic Skills:

Communication Skills	$10.00
General Knowledge	10.00
Teacher Aptitude Test	10.00
Specialty Teaching Area Test	20.00

Total amount enclosed _____

MAKE CHECK OR MONEY ORDER PAYABLE TO KENTUCKY STATE TREASURER.

DO NOT SEND CASH

16. REGISTRATION DEADLINE:
Registration must be received by Wednesday prior to the test date.

17. SEND TO: Teacher Testing Unit
21st Floor, Capital Plaza Tower
Office of Vocational Education
Kentucky Department of Education
Frankfort, Kentucky 40601

18. I acknowledge that I have read the Beginning Teacher Testing Handbook and agree to abide by the rules and conditions as specified in the Handbook.

_____ _____
Applicant's Signature Date

EXAMPLE

INSTRUCTIONS FOR COMPLETING THE KENTUCKY BEGINNING TEACHER TESTING PROGRAM REGISTRATION FORM

Each number corresponds with the item numbers on the Registration Form.

(Please PRINT all Information)

Items 1-12	Please fill in information requested.
Item 13	List your requested test date.
Item 14	Check yes or no for each test listed and write in specialty test if applicable.
Item 15	Pay for only those tests selected in Item 12, total test cost. Enclose a check or money order made payable to Kentucky State Treasurer. Payment must accompany Registration Form.
Item 16	Please note--registration deadline
Item 17	Send Registration Form and check or money order to address listed.
Item 18	Please read the Beginning Teacher Testing Handbook so you will understand all aspects of Kentucky's Beginning Teacher Testing Program--SIGN REGISTRATION FORM

If you have any questions, contact your Regional Vocational Education Office or the Teacher Testing Unit, 502-564-3472.

"The Kentucky Department of Education does not discriminate on the basis of race, color, national origin, religion, marital status, sex, or handicap."

KDE/MIC Approved
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